

**ACEC/WSDOT**  
**Joint Coordination Meeting**  
**April 7, 2006**

Attendees:

Ken Smith  
Keith Metcalf  
Kirk Berg  
John Villager  
Rick Door  
Mary Holland  
Ron Landon  
Karl Winterstein  
Amir Rasaie  
Lisa Reid

**Review Meeting Agenda:**

The majority of this meeting is dedicated to the review expectation matrix.

**Recommendation # 10 Improving project deliverables and progress completion**

**expectations:** The team reviewed the Draft recommendation form that Mike Mariano prepared. It was decided that this recommendation had a lot of great information in it, but was considerable longer than past recommendations. The team modified the recommendation by simplifying the text in the recommendation form and moving the information to a white paper to be attached to the recommendation form.

Review and Expectation Matrix:

Lisa brought us through the revisions she received from team members on the matrix.

The team through discussion revised and endorsed the following rows:

- Milestone Purpose
- Decisions frozen and milestones complete (Overview)
- Project Management
- Environmental Documentation
- Project Management
- Channelization
- Estimates
- Geometrics

The team agreed to allow Lisa to reconcile conflicting comments on the remaining rows.

Lisa will send out the revised matrix to the team members for review

Next meeting will be dedicated to endorsing changes made to the matrix.

The completed matrix will be shared at the Project Development Conference Mid May and the WSDOT/ACEC joint meeting in June.

Next meeting is scheduled for May 5<sup>th</sup> South of Seattle.